



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGT-09-009

The U.S. Consulate in Hyderabad is seeking an individual for the position of Computer Operator (LAN), in the Information Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates.

POSITION: Computer Operator (LAN), FSN-1805-08, HYA-559003
(Personal Services Agreement)

OPENING DATE: April 07, 2009

CLOSING DATE: April 21, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-6
Ordinarily Resident: Grade: FSN-8*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTIONS OF POSITION:

- This incumbent functions as the assistant to the Computer Management Specialist.
- This incumbent provides application software support and writes programs to meet the constantly changing requirements of the various sections of this consulate.
- Responsible for the day to day operations of an integrated Windows 2003/2000 and proprietary Unix based hybrid LAN
- Develops and maintains Post's intranet home page for application and services. Software used would include Front Page, DreamWeaver, Flash, Acrobat and several others.

- The incumbent is responsible for proper daily routine maintenance and upkeep tasks for the CA Oracle and the standby oracle server.
- Performs full and incremental backups of various systems.
- Maintains the policy based virus detection and update program on all client PCs by monitoring the update policies, virus signature levels and running management reports.
- Should be very strong in troubleshooting and repairing hardware components like motherboards, power-supplies, fuser assemblies, logic cards, hard-disks, RAM etc.
- Provides Digital Video Conferencing support for Country Team Meetings and any other specific DVC needs.

QUALIFICATIONS REQUIRED:

- Education:** Completion of Secondary School. At least one year technical training, diploma with emphasis on computer software, hardware and networking. MCSE Certification – at least 2003 track.
- Prior Work Experience:** Two years of real-world work experience supporting IT environment and networking equipment in a large organization with complex networks running on WINDOWS 2003/2000 platform with a little Web site design/programming experience.
- Language Proficiency:** Level III in spoken and written English, Level III in spoken Telugu or Hindi
- Job Knowledge:** Technical knowledge of hardware capabilities, computer operation procedures and computer programs on a variety of platforms, and the ability to distinguish normal processing problems and machine problems.
- Skills and Abilities:** Ability to fully comprehend and manage complex Wide Area Networking environment. Implementing and troubleshooting skills on MS Exchange, Windows 2000/2003, Windows XP, MS-Office, MS-Outlook, vendor specific Printing and Imaging software.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website:
http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO:

HR OFFICE
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA
or
E-mail: HyderabadVacancies@state.gov

Please insert **"VA# HYA-MGT-09-009"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 21, 2009.**

Cleared by: MO - WHBoyle

Approved by: MO – WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER